



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

General Position Information

Job Title: 17500 - Executive Officer - GS-14

Salary Range: \$94,796 - \$145,629 (not applicable for detailees)

Vacancy Open Period: 11/15/2017 – 11/15/2018

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: PE/ODIR

Duty Location: McLean, VA

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

Position Information

This is an opportunity for:

- An internal candidate to fill a GS-14 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

Who May Apply

Current GS employees at the same grade or one grade lower than the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
 - Current ODNI permanent cadre.



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- For a detailee assignment:
 - Current Federal Government employees. (Current GS employees at the same grade or one grade lower than the advertised position grade may apply.)

Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

*****OPEN UNTIL FILLED: This announcement will be open until the position is filled. Cut off points are scheduled in two-week increments. After each cut off point, all compliant applicants received during the previous two-weeks will be reviewed for consideration.*****

Component Mission

PARTNER ENGAGEMENT COMPONENT MISSION The mission of the Office of the Assistant Director of National Intelligence for Partner Engagement (ADNI/PE) is to “Advance partnerships and responsible intelligence and information sharing to enhance decision-making” while we lead and effectively manage a diverse and highly skilled workforce; strengthen partnerships to enable integration, promote mutual understanding, and support accountability; promote interoperable capabilities to drive intelligence and information sharing while protecting privacy, civil liberties, and civil rights; optimize intelligence and information sharing to identify and address threats and opportunities; and develop and implement repeatable business practices to support PE decision making and achieve mission performance.

Major Duties and Responsibilities (MDRs)

- The ADNI/PE is led by a military three star General/Flag Officer and is comprised of multiple divisions aligned under three Senior Executive Deputies who work with a small Front Office staff responsible for supporting 100+ PE staff members operating from both the Liberty Crossing and Bethesda IC campuses.
- The ADNI/PE seeks a business- and process focused, self-starting action officer, who is looking for a challenging assignment with a medium-sized, high-impact, northern Virginia ODNI headquarters staff. ADNI/PE directly supports and interacts daily with international partners and external agencies throughout the whole of government from the Executive Offices of the President to Federal, State, Local, Tribal, and private sector mission partners. We are particularly seeking a seasoned ODNI cadre employee looking for an internal ODNI move. The position will provide professional growth opportunity for an individual with experience in areas of ODNI business processes, large event planning, information technology, information management, website management and dealing with matters surrounding inspections.



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- The applicant will have the opportunity to directly support ADNI/PE priorities and projects with the IC; the ODNI staff; Federal, State, local, and tribal governments; the private sector, and international partners within the law enforcement, intelligence, defense, homeland security, and diplomatic communities.
- There will be exciting and demanding opportunities to identify and manage priority ADNI/PE projects. We want a high potential GS-14 to help us provide internal management support to achieve the ADNI/PE mission. The ADNI/PE work environment is fast paced, with a broad span of responsibilities; rapidly changing priorities; and relatively unstructured tasks. High performing individuals are recognized, rewarded, and incentivized to advance. The ADNI/PE strongly supports and funds individual development and training opportunities.
- Work directly for the Deputy Chief of Staff to manage a wide range of ADNI/PE staff operations functions to include, but not limited to: task management, continuity of operations, staff IT requirements, facility-related activities, major event planning and coordination, information and website management, vehicle management, security, and related business processes.
- Coordinate tasking responses, work activities, assignments, and projects internal to the organization, within the ODNI, and across the IC, ensuring the effective completion of initiatives and requirements.
- Support ADNI/PE funding processes to ensure effective, efficient, and appropriate use of funds; support ADNI/PE budget development and execution.
- Serve on technical panels with program managers to evaluate contract proposals resulting from contract competitions to ensure that program objectives are met, tracked, and adhere procurement legal requirements.
- Collaborate and liaise with Office of the Director of the National Intelligence (ODNI), and other interagency officials to ensure interdepartmental fund transfers are properly executed, manage contract task orders when required, and evaluate related contracting invoices.
- Coordinate and support various audits, reviews, and evaluations.
- Represent ADNI/PE with ODNI's varying processes while often performing role of special project manager.
- Contribute to the planning, development, coordination, and review of ADNI/PE interagency, and ODNI documents such as strategic planning documents, implementation plans, guidance memos, talking points, and Congressional inquiries.

Mandatory and Educational Requirements

- Extensive knowledge of the IC and ODNI budgetary process, personnel regulations, contract regulations, and resource allocation policies and procedures.



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- Knowledge of contracting principles and procedures sufficient to administer contracts for specialized services.
- Exceptional ability to manage competing priorities under strict guidelines while maintaining a high level of attention to detail in a dynamic, fast-paced environment.
- Broad experience in strategic and tactical planning and the demonstrated ability to execute programs, plans, and initiatives related to complex projects.
- Strong interpersonal skills and the ability to work effectively, independently, and in a team environment to include interviewing, negotiating, briefing, and interfacing with diverse organizations throughout the federal government; work effectively with senior leaders from inside and outside the U.S. Government.
- Exceptional oral and written communication, interpersonal, and team building skills including the demonstrated ability to exert influence with senior leadership and communicate effectively with people at all staff levels, both internal and external to the organization.
- Demonstrated ability to collect and synthesize large amounts of disparate information and to manage competing priorities.

Desired Requirements

- COTR II Certification

Key Requirements and How To Apply

Internal ODNI Candidates:

A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_A_WMA@dni.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both



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clrkmon@cia.ic.gov (*Monica C.*) and mcreaz@cia.ic.gov (*Zina M.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

Current Federal Employees Applying for a Detail Assignment:

Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS//SI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. ***Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).***

Applicants from federal agencies outside the IC must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_A_WMA@dni.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both clrkmon@cia.ic.gov (*Monica C.*) and mcreaz@cia.ic.gov (*Zina M.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

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All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will **NOT** be eligible for consideration.

To verify receipt of your application package **ONLY**, you may call 703-275-3799.

What To Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted **ONLY** if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment; Phone: 703-275-3799; Email: Recruitment_TeamA@dni.gov

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI-EEOD-RA-ACF@exchange.cia.ic.gov, by unclassified email at DNI-EEOD@dni.gov, by telephone at 301-243-0704 or by FAX at 301-243-1200. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**